

Résumé

Jenni Lea Parker

Personal Details

Address: 98 Coogee Street
Mt Hawthorn WA 6016

Phone: (08) 9444 2092 (home – answering machine 24 hours)

Date of Birth: 9 August, 1959 (Sydney, Australia)

Languages: English – native language
French – conversational

Licenses: A Class Drivers License (own private vehicle)
Master Diver License (FAUI)
Recreational Fishing License (rock lobsters)

Leisure Interests: Scuba Diving, Reading, Leadlighting

Education

Current	Master of Education by Research Authentic eLearning Project – Supervisor: Dr Jan Herrington Murdoch University, Murdoch, WA
2009	Graduate Diploma of Creative Industries Specialising in Interactive Media Development Edith Cowan University, Mt Lawley, WA
2004	BA in Training & Development Edith Cowan University, Mt Lawley, WA
2002	Associate Arts Degree: Training & Development Edith Cowan University, Mt Lawley, WA
1977	Higher School Certificate (Year 12) Mitchell High School, Blacktown, NSW

Referees

Details for employment, personal, or academic referees are available upon request.

Qualifications

2007	BSBEBUS513A Plan E-Learning	Skills Strategies International P/L
2006	Cert IV in Training and Assessment (TAA)	ETAS P/L
2005	Designing Web Sites	Computer Power Training Institute
2003	MS Office Specialist (MOS) – Master Level	Microsoft
2000	Certificate IV Assessment & Workplace Training	CBS – Division of Central TAFE
2000	Certificate II of Information Technology (ICDL)	South Metropolitan College of TAFE
1999	Certificate IV in Microcomputer Technology	Interim Technology Training Institute
1999	Administering Windows NT 4.0	Interim Technology Training Institute
1999	Workplace Assessors Course	CCI Training Centre
1998	Workplace Trainer Category 1 (BSZ404A)	CBS (Division of Central TAFE)
1998	Introduction to Structured Programming (VBA)	Computer Power Training Institute
1998	Certificate III in Business Computing (Office 97)	Computer Power Training Institute

Awards

2009	Invited to apply for the Prime-Minister's Australia Asia Endeavour Award (valued up to \$63,500) by ECU in acknowledgement of outstanding academic achievement.
2004	Len Vlahov Memorial Prize in Training and Development for best overall course average in the Bachelor of Arts (Training and Development) programme at ECU.
2002	Invited to join ECU Chapter of Golden Key International Honour Society in recognition of outstanding academic achievement (top 15%) of undergraduate students at ECU.

Volunteer Activities

2009	Current	Integrating-Technology (IT4ALL) Online Facilitator / Administrator
2008	081 (Sem 1)	ECU Orientation Program
2002	Current	TADA Committee Member (Membership Coordinator)

Professional Associations

2003	2005	Australian Institute of Training and Development (AITD)
2002	Current	Golden Key International Honour Society – ECU Chapter Member
2001	Current	Training and Assessment Network (TAA – formerly AWTN)
2001	Current	Training and Development Association (TADA)
2000	2003	Australian Computer Society (ACS) – Associate Member
1996	1999	SKAL Club of Perth Member (SKAL International)

IT Literacy

Proficient	Working knowledge	Working knowledge
Moodle / Blackboard	Blogger / Edublogs / WordPress	Flickr / Picasa
HTML / CSS / LAMS	Delicious / Google Bookmarks	voiceThread / Wordle
MS Office 2003 / 2007	Illuminate	Survey Monkey / SurveyBob
WiZiQ / Authorstream	Facebook / Twitter / LinkedIn	TeacherTube / YouTube
Skype	Mysql / PHP/ MS FrontPage	Wikieducator / wikispaces
Google Docs	Photoshop / Paint.net / Flash	

Professional Development

As a dedicated life-long learner I have undertaken numerous professional development activities and attended many conferences. I am also a committee member of The Training and Development Association (TADA) and regularly attend professional development events each month.

- 2010 ePortfolios using Mahara, Perth (1/2 Day). WestOne Services, Perth. WA.
- 2010 eXe (1/2 day). WestOne Services, Perth. WA.
- 2010 EndNote v13 - ECU PD (4hrs). Learning & Development Centre, ECU
- 2009 Online 09 Conference, Perth (1 Day). Department of Training & Workforce Development.
- 2009 Sessional Staff PD Day – ECU PD (4hrs). Learning & Development Centre, ECU.
- 2009 Publishing in Journals – ECU PD (2hrs). Pierre Horwitz, School of Natural Sciences, ECU
- 2009 Writing in Plain English – ECU PD (5hrs). Dr Alan Hancock, www.freeflow.net.au
- 2009 The Real Deal of Engagement – ECU PD (1/2 day). Professor Barbara Holland, Pro Vice Chancellor Engagement, University of Western Sydney
- 2009 Wimba Classroom: Our journey so far in training, orientation, preparation and teaching – Live online presentation by Dr Peter Evans, University of Southern Queensland
- 2009 Connecting through edna: building digital bridges workshop tour (1 day) – edna.edu.au
- 2009 Literacy and the VET Practitioner – DET PD Workshop (1 day), Geoff Pearson
- 2009 Ros Worthington – It's not all about you, true leaders change the lives of others – ECU
- 2008 Wikieducator: Learning 4 content (10 day online course) – Wikieducator
- 2008 Connectivism and Connective Knowledge Online Course (12 weeks) – George Seimen & Stephen Downes in partnership with Extended Education and Learning Technologies Centre, University of Manitoba
- 2007 Challenges & Changes in the world of work - AACC & TADA
- 2007 Study Circle Orientation – Mark Brophy, Department of Education and Training (DET)
- 2007 Phase 1 Assist – Records Management Training, Dept Community Development (DCD)
- 2006 Organisational impact of communities of practise in the virtual world - Nancy White, (guest seaker) Department of Education and Training (DET)
- 2006 Moodle Moot Conference – Sydney, NSW
- 2006 Embedding Innovative Practices: ARED and YOLA (1 day workshop) – Australian Flexible Learning Framework
- 2005 Dreamweaver: beyond the basics - UWA Summer School (12 points)
- 2005 EdNA Moodle Professional Development Weekends - David Day & Carole McCulloch
- 2005 Illuminate Moderator Training, Introduction to WebCT – WestOne Services

Work History

Aug 2010 – Current

Murdoch University – Murdoch, Western Australia

Online Tutor

Faculty of Education & Arts, School of Education

- Aug - Nov 10: Tutor EDU205: ICT in the classroom (off-campus)

Jan 2010 – current

Integrating- Technology.org Moodle Workshops – Worldwide

Online Facilitator / Site Administrator (Volunteer)

- Co-facilitator for Moodle for Teachers workshops: M4T-3 (Jan), M4T-4 (Mar) and M4T-5 (Apr) workshops.
- Responsible for the design, development of the new Moodle for Teachers Beginner workshop (M4T-B). Lead facilitator for the inaugural M4T-B1 Beginner workshop (May 2010) and M4T-B2 Beginner workshop (June 2010).
- Performed Moodle site and course administration tasks primarily on my own when the founder (Nellie Deutsch) was completing her PhD and the co-founder (Gladys Gahona) was developing the new Integrating-Technology Global Exchange website.

As an online facilitator I am required to use a wide range of soft and hard skills. Content knowledge, good communication, problem solving and computer skills and are essential for working with participants and using new technologies in an online environment.

As a co-facilitator working with people from all around the world it is essential to have good teamwork skills and an appreciation of cultural diversity and respect for others views.

IT4ALL facilitators communicate daily via Skype and collaborate to create course documents and PowerPoint presentations using Google docs. Everyone is encouraged to contribute and to help each other learn.

The Moodle for Teachers workshops usually include a weekly live online session via WiZiQ. As the lead administrator for the M4T-B workshops I am responsible for coordinating the scheduling of the live sessions to suit the majority of facilitators and participants. As participants come from around the world with a diverse range of timezones this is not an easy task, however the sessions are recorded so people who are unable to attend live can watch and listen to the recording. I am also responsible for creating the WiZiQ classes, uploading content and moderating the sessions.

From time to time we experience audio problems on the WiZiQ platform whilst moderating however good teamwork has enabled other facilitators to step in and use their microphone when audio problems arise so that the session can continue to flow.

Nov 2008 – current**Edith Cowan University – Joondalup, Western Australia**

Sessional Lecturer

Faculty of Business & Law, School of Management.

- Nov 08 – Apr 09: Rewrote unit MAN3655: Workplace Learning for off-campus delivery.
- Jul - Nov 09: Facilitated MAN3655: Workplace Learning (off-campus)
- Feb – June 10: Facilitated MAN3655: Workplace Learning (on-campus).

As a sessional lecturer delivering online learning am required to use a wide range of soft and hard skills. As well as content knowledge, good communication, computer and problem solving skills are essential for working with students and using new technologies in an online environment. Communication is more complex when there is limited or no face-to-face interaction and overcoming problems is inevitable when working with technology.

To promote communication and interaction amongst the students and myself I included a weekly 'live' online meeting (using Elluminate) as part of the unit learning. Elluminate would also be used by students to deliver an online training session to their peers as one of their assessment tasks.

The students were just about to commence this assessment task when suddenly Elluminate was inaccessible and I was advised the contract had been terminated.

I quickly trialled a couple of free online tools so that we could continue our weekly meetings and rescheduled the assessment due date so that students had time to familiarise themselves with the new tool prior to delivering their training.

The live weekly meeting proved to be very popular with the students and they expressed their appreciation at being back online so quickly. 16 students commenced the course and all 16 completed the course with only 1 student failing to meet the required pass mark due to non-submission of assessment tasks. 2 students commented that they thought they might use this tool in the future to deliver their own training.

Sep 2007 – 2008**Family commitments**

- Sep – Nov 07: Cared for my Mother until she passed away
- Feb – Jun 08: University studies
- Jun – Nov 08: House renovations

Feb 2006 – Sep 2007**Department for Community Development (DCD)**

Contractor Pool – Learning Consultant (Level 5)

I was employed by DCD to implement online learning as part of their flexible learning strategy. The project was called the eEnablement program and I was required to setup a framework to deliver online learning to over 2,000 employees across the state.

DCD had installed Moodle, a learning management system, to automate the administration, documentation, tracking, and reporting of online training. Moodle was hosted externally and employees accessed it via the internet.

One major issue I identified that would hinder access to the online training was lack of internet access. Not all employees had permission to access the internet from their work computer. Under the current IT policy if staff wanted access to the internet they were required to fill-in a form, have it signed by their manager and then sent off to IT for processing.

I successfully negotiated to have the organisations IT policy amended so that all new staff members were given automatic internet access when their initial DCD account was created.

This resulted in a more streamlined process for all new staff members, reduced paperwork and resolved a number of training issues associated with induction training for new fieldworkers.

Feb 2006 – Oct 2006
Oct 2006 – Sep 2007

6 month part-time contract (3 days per week)

Permanent part-time (3 days per week)

- Responsible for implementing Moodle, an online Learning Management System (LMS)
- Managed online learning budget for CSTC
- Assisted in developing policy documents for the implementation of online learning
- Contributed to discussions about CSTC becoming a Registered Training Organisation (RTO)
- Assisted in development policy & procedure documents for RTO status
- Recommended training options for various departments within the organisation. For example: Arranged 2 day Train the Trainer course for regional field staff responsible for training their peers in new case management software.
- Assisted trainers with development of content for online courses.
- Created online course to assist trainers to learn and use Moodle features
- Delivered Moodle training for potential online facilitators

Jun 2004 – Feb 2006

WestOne Services - Department of Education and Training
Contractor Pool - Senior Project Support Officer (Level 5)

Jul 2005 – Jun 2006

12 month part-time contract Corporate Development Team
Department Manager – Sue Lapham

- Research – Learning Management Systems (LMS)
- Co-organised and presented a 2hr “Learn @ Work Day” activity for WestOne staff members
- Reviewed Business Management Services Database structure and recommended changes to improve reporting capabilities
- Assisted with documentation of WestOne Procedure Manuals
- Research – Australian Flexible Learning Framework: Indigenous e-learning project, WA Environmental Scan

Apr 2005 – Jun 2005

3 month part-time contract Corporate Development Team
Department Manager – Sue Lapham

- Assisted with design and implementation of the WestOne Intranet Refresh Project
- Assisted with design and delivery of an e-learning course for external clients as part of WestOne’s professional development training program

Jan 2005 – Oct 2005

9 month part-time contract Resource Development Team
Department Manager – Andrew Thompson
Research Officer Touchstones Project (Line Mgr – Iyleen Vickers)

- A series of 6 television / video programs about DET policies to be used by DET as a professional development tool for teachers and trainers and as an information tool for the general public
- Conducted web research for all six episodes and documented relevant policies, strategies and initiatives
- Arranged and conducted interviews with key DET personnel, renowned experts in the field, industry training providers, practitioners, schools teachers, students and parents for episode one (Early Childhood Education) and two (15-19year Retention & Transition Program)
- Assisted Project Manager with program budget
- Conducted group pilot surveys for initial episode with DET personnel, school teachers and parents

Jun 2004 – Dec 2004

6 month part-time contract Resource Development Team
Department Mgr – Andrew Thompson (Line Mgr – Juanita Healy)

- Coordinated audio/video production for online learning resources (Youth Advantage Project, English, S&E resources)
- Arranged and conducted video interviews with external clients
- Liaised with internal and external clients
- Conducted in-house computer training course (Outlook)
- Obtained and checked copyright permissions
- Created tracking documents to track projects progress & budgets
- Assisted with compilation of WestOne writers style guide
- Compiled induction manual for new Project Managers

1999 – 2005 JenMar Services

JenMar Services is a partnership business operated by partner and myself. From 1999 to 2005 I provided a range of training and development consulting services to registered training organisations (RTO's) and to large and small business enterprises.

Key Clients

- | | |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sep 2004 – Apr 2005 | REIWA (Real Estate Industry RTO) - <ul style="list-style-type: none"> Analysed training needs, planned, developed and delivered MS Office software courses (non-accredited). |
| Apr 2003 – Dec 2006 | Water Corporation (Water Industry) <ul style="list-style-type: none"> Developed Access databases Analysed training needs, planned, developed, delivered and evaluated competency based computer software courses. |
| Nov 1999 – Jan 2005 | The Centre For Business Solutions (Central TAFE, Public RTO) <ul style="list-style-type: none"> Provided training and assessment services for Certificate IV Assessment & Workplace Training and MS Office Software Training for public courses and corporate clients. Developed Access database for administration staff Customised ANTA training materials for Cert IV AWT recognised as "Best practice" in RTO audit 2002/2003. Mapped assessment tasks for units of competency in Certificate IV in Assessment & Workplace Training and Frontline Management Units for Certificate III, IV, Diploma levels and documented delivery & assessment strategies. |
| Aug 1999 – Jun 2004 | ATI Mirage (Private RTO) <ul style="list-style-type: none"> Provided training and assessment services for Certificate IV Assessment & Workplace Training (public & corporate) Provided training services for MS Office Software training Implemented Cert IV AWT Training Package for new owners (2001) and customised ANTA training materials |
| Jun 2002 – Dec 2003 | New Horizons (Private Registered Training organisation [RTO])
Formerly: 1/ Spherion Education and 2/ Computer Power Training <ul style="list-style-type: none"> Short non-accredited courses in MS Office Software |
| Apr 2002 – Oct 2003 | WorkSkills Professionals (Employment Agency, Contract Trainer) <ul style="list-style-type: none"> Short MS Office courses for Dept of Premier and Cabinet |
| May 2002 – Jun 2003 | Training Services Australia (TSA) (RTO - Contract Facilitator) <ul style="list-style-type: none"> Provided training and assessment services for Certificate IV Assessment & Workplace Training (FESA, PathCentre) Mapped assessment tasks for units of competency BSZ405, 406, 407 and 408. |

Other clients

West Coast College of TAFE, CY O'Connor Regional TAFE, Business Essence, Goddard & Goddard, Delacorp P/L, Frankland Valley P/L and Broadway Travel.

1987 – 2000 Employment History

1998 – 2000	ANSON - Perth WA (Recruitment Industry) Jul 99 – Jan 2000 Casual database admin (1 day per week) Sep 98 – Jan 99 Database Administrator Jan 99 – Jul 99 Systems Manager
1987 – 1998	Club Mediterranee (Aust) P/L – Perth, WA (Travel Industry) Dec 88 – Sep 98 State Manager WA Feb 87 – Dec 88 Administration /Retail sales consultant
1984 – 1986	Club Med Holiday Villages –Overseas (Hospitality Industry) Oct 84 – Feb 85 Noumea – Chateau Royal Assistant Cashier in club's bank Mar 85 – Nov 85 Maldiv Islands – Farukolufushi Responsible for club's bank Dec 85 – May 86 Senegal, North Africa – Les Almadies Responsible for club's bank
1983 – 1984	Ansett Gateway Hotel – Perth, WA (Hospitality Industry) Sep 83 – Oct 84 Receptionist / Cashier
1982 – 1983	Chateau Commodore Hotel – Perth, WA (Hospitality Industry) Jul 82 - Sep 83 Receptionist / Cashier
1981 – 1982	Telford Bathurst Motor Lodge – NSW (Hospitality Industry) Aug 81 – May 82 Assistant Manager
1978 – 1981	Travelodge – Sydney, NSW (Hospitality Industry) 78 – Mar 80 Parramatta - Receptionist Apr 80 – Jan 81 Camperdown - Receptionist / Cashier Jan 81 - Aug 81 Camperdown - Accounts & Wages Clerk